



KAKISIWEW-OCHAPOWACE NATION

Title: Communications Officer	Reports to: Executive Director, Operations
Employment Status: Permanent/Full-time	Location: kakisiwew-ochapowace Nation

At kakisiwew-ochapowace Nation, our people are our greatest strength. Guided by *nehiyaw* values—*wícihitowin* (helping one another), *tâpwêwin* (honesty), *tapahtêyimisowin* (humility), and *kistêyihitamowin* (wisdom)—we are committed to building safe, respectful, and culturally grounded communities for our citizens.

We are seeking a **Communications Officer** on a full-time permanent basis. At kakisiwew-ochapowace, this is more than a communications job—it is an opportunity to tell stories that matter. The Communications Officer is at the heart of community life, capturing and sharing the voices, achievements, events, culture and successes of our Nation. From community celebrations and youth achievements to leadership initiatives and cultural gatherings, your work will help strengthen connections between citizens, leadership, administration and community partners.

What You Will Do: Reporting to the Executive Director, Operations, the Communications Officer is responsible for developing, implementing, and maintaining internal and external communications strategies that promote kakisiwew-ochapowace Nation's programs, services and events. This position plays a key role in sharing timely, accurate and culturally respectful information with kakisiwew-ochapowace Nation's membership and the public through various media channels, including newsletters, digital/online, social media, press releases and storytelling, which is a fundamental part of this role.

Who You Are: You are a values-driven leader with a collaborative spirit with the ability to work independently and with diverse teams. You possess a high degree of emotional intelligence, initiative, tact, discretion and judgement.

You Bring:

- Post-Secondary education in Communications, Public Relations, Journalism, or a related field
- Minimum 2-3 years of experience in a communications or media role (non-profit or First Nation's organization experience is an asset)
- Demonstrated experience with video/photo editing software and social media content development/curation
- Experience working in a cross-cultural setting, land-based skills, and an understanding of the Cree language and traditions are desirable
- Knowledge of communications plans and media relations
- Knowledge of social media platforms, tools, for content creation, scheduling and analytics
- Knowledge of and respect for kakisiwew-ochapowace Nation's culture, language, values and traditions.
- Excellent writing, proofreading, storytelling, and editing skills
- Ability to write for various styles and formats including news, storytelling, event promotions and internal reports
- Proficiency with digital platforms (social media, websites, graphic design tools)
- Ability to analyze data, identify trends and make data-driven decisions
- Ability to manage multiple projects with tight deadlines
- Consistently demonstrates respect, tact, initiative, discretion and good judgement

Conditions of Employment

- Valid Class 5 Driver's License with a good driver's abstract history (access to insured transportation may be required for event coverage)
- Current (within six months) criminal record check with completed Vulnerable Sector Search
- Adherence to all kakisiwew-ochapowace Nation's policies
- Successful completion of drug and alcohol testing prior to employment.

What We Offer: If you are passionate about storytelling, digital media, community engagement, photography, videography, social media and sharing stories that inspire and connect people we encourage you to join our team and help tell the story of kakisiwew-ochapowace Nation. We offer a competitive salary and benefits package aligned with kakisiwew-ochapowace Nation's Compensation Plan, along with opportunities for professional and cultural growth.

How to Apply: Please submit your cover letter, resume, references, Criminal Record Check with Vulnerable Sector Search, and driver's abstract to: staffing.hr@ochapowace.ca For a copy of the job description and statement of competencies please send an email. **The closing date to apply for this opportunity is: 4:30 p.m. Tuesday June 23rd, 2026.** NOTE: This competition will be used to establish an eligibility list to fill future vacancies on a permanent, full-time, part-time, term or casual basis.

Thank you sincerely for your interest in joining kakisiwew-ochapowace Nation Please note that only those candidates who meet the required criteria will be contacted for an interview. *Preference will be given to Ochapowace Nation Members.*